

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION



COMPREHENSIVE INTERN DEVELOPMENT PROGRAM HANDBOOK

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INTRODUCTION

CALIFORNIA INTERNS MUST
COMPLETE CIDP AND FULLY
COMPLY WITH ALL OF THE
PROVISIONS OF IDP AS
DEFINED BY NCARB IN THE
INTERN DEVELOPMENT
PROGRAM GUIDELINES.

Comprehensive Intern Development Program (CIDP) is a specific California requirement comprised of evidence-supported documentation of training and enhanced intern and supervisor interaction. CIDP must be fulfilled in conjunction with completion of the nationally administered Intern Development Program (IDP). The purpose of this *Comprehensive Intern Development Program Handbook* is to describe in detail how to complete the CIDP experience requirements concurrent with IDP for architect licensure in California.

Several other publications by the California Architects Board (CAB), the National Council of Architectural Registration Boards (NCARB), and The American Institute of Architects (AIA) provide in-depth information regarding different aspects of architect licensure and internship in California and other states. These publications are listed in the Reference section of this handbook (Appendix C) and should be consulted for the most current and complete information available.

To provide a context for the full description of CIDP, the remainder of this introduction briefly describes the architect licensure requirements of California, NCARB's IDP, and where CIDP fits into the path to licensure.

CAB's LICENSURE REQUIREMENTS

CAB is mandated to protect the public health, safety, and welfare through the licensure of architects and the regulation of the practice of architecture. To ensure that only those individuals who have demonstrated a minimum level of competence are licensed to practice architecture, CAB relies on three separate eligibility requirements — education, experience, and examination.

Each of these requirements is briefly summarized below; they are thoroughly described in CAB's publication *Candidate's Handbook, A Guide to Architectural Licensing in California*.

Education can be met by an accredited professional degree in architecture, by a combination of a non-accredited degree in architecture or in another discipline plus work experience under the direct supervision of a licensed architect, or solely by work experience under the direct supervision of a licensed architect.

Experience must be met by completion of NCARB's IDP as defined in the *IDP Guidelines*, as well as requirements as defined in CIDP, for new candidates effective January 1, 2005.

Examination includes the nine-division, nationally administered Architect Registration Examination (ARE) developed by NCARB, and the California Supplemental Examination (CSE) developed by CAB.

CIDP Purpose

The CIDP requirement is designed to encourage better communication between the intern and supervisor and to enhance training accountability for both interns and supervisors.

CIDP is a supplemental documentation requirement that interns complete while they are acquiring the necessary training units for NCARB's IDP. Interns seeking licensure in California must complete CIDP while completing IDP and prior to eligibility for the CSE and licensure. However, candidates may be eligible to take the ARE after they have met the education requirement as described above (five years of educational equivalents as evaluated by CAB).

CAB, as administrator of CIDP, has defined in this handbook all aspects of CIDP, including evidence requirements; intern, supervisor, and mentor roles and responsibilities; and record keeping forms and procedures.

The CIDP requirements are consistent with NCARB's IDP requirements, result from the completion of the IDP Skills and Application Activities, and add minimal burden to interns or supervisors.

NCARB's Intern Development Program

The Intern Development Program is the national structured internship program administered by the National Council of Architectural Registration Boards that requires interns to gain experience in 16 areas of architectural training under the direction of their supervisors and mentors.

NCARB states the objectives of IDP as follows:

- ♦ define areas of architectural practice in which interns should acquire basic knowledge and skills;
- ♦ encourage additional training in the broad aspects of architectural practice;
- ♦ provide the highest quality information and advice about educational, internship and professional issues and opportunities;
- ♦ provide a uniform system for documentation and periodic assessment of internship activity; and
- ♦ provide greater access to educational opportunities designed to enrich training.

NCARB, as administrator of IDP, has defined all aspects of the program, including fees; entry points; training requirements; allowable training settings and conditions; intern, supervisor, and mentor roles and responsibilities; and record keeping forms and procedures.

Comprehensive Intern Development Program

CIDP History and Goals

CAB believes the current requirement for California interns to complete CIDP, as well as NCARB's IDP, offers a number of advantages to new entrants to the architect profession in the state. The NCARB IDP requirement

- ♦ helps ensure that all interns gain breadth of skills and knowledge essential for competent practice.
- ♦ provides a more clearly defined and consistent pathway to licensure for interns.
- ♦ provides interns with the tools to meet the challenges of the changing profession.
- ♦ helps interns effectively prepare for the licensure examinations.
- ♦ strengthens interns' ability to obtain reciprocal licensure in other states.

To satisfy NCARB's IDP Training Requirement, interns must complete required amounts of training in four major categories of practice, which are further subdivided into 16 training areas. The measurement for intern training in IDP is the training unit, which is defined by NCARB to be "eight hours of acceptable activity in a given training area."

To investigate the feasibility of enhancing the training unit measurement of NCARB's IDP, CAB conducted a study in 2001–2002 and reviewed multiple alternatives for making NCARB's IDP a more effective and consistent experience

for interns and supervisors. The study concluded that an enhancement to NCARB's IDP documentation, CIDP, could greatly improve the accountability and value of training.

The primary goals of CIDP are to provide greater assurance of the value of intern experience in key activities of NCARB's IDP training areas and to improve intern and supervisor interaction through discussions about the evidence documentation.

CIDP establishes a method of monitoring intern progress in training while avoiding undue additional burden to the intern or supervisor.

Since CIDP is completely aligned with the training areas of NCARB's IDP, interns maintain their CIDP records for CAB while simultaneously maintaining their Council Record of training units for NCARB.

CIDP Definitions

CIDP – The additional IDP documentation requirement and associated materials and procedures for interns seeking architect licensure in California. CIDP is based on NCARB's IDP and is comprised of evidence-supported documentation of training and enhanced intern and supervisor interaction.

CIDP Evidence Requirement — The foundation of CIDP. Certain Skills and Application Activities in each of NCARB’s IDP training areas require intern documentation of training experience through Work Sample or Written Narrative evidence (see below), which is discussed with the intern’s supervisor during periodic IDP progress reviews. The evidence may be explained, enhanced, and expanded on in discussions with the supervisor. Appendix A presents the CIDP Detailed Evidence Requirement. A summary chart of the CIDP Evidence Requirement is found on pages 6–12.

Work Sample — This type of evidence is the work product resulting from intern participation in one or more Skills and Application Activities for a given training area. While Work Sample documents will not always be solely the work of the intern, they must be documents the intern had substantive involvement in preparing and is able to demonstrate understanding of in discussion with the supervisor.

There are two types of Work Sample evidence: graphic and written. Graphic Work Samples may include such documents as bubble diagrams, site plans, floor plans, elevations, sections, and details. Written Work Samples may include such documents as specifications, applications for approval, reports, client and project team communication (reports, memoranda, correspondence, meeting minutes, etc.), construction administration documents (change orders, change directives, field observation reports), and cost estimates. Interns may choose to support their Work Sample evidence with

spreadsheets, and other means of graphic and written communication, as appropriate.

Written Narrative — This type of evidence requires the intern to write narratives that adequately communicate the learning achieved relative to a specific Skills and Application Activity and to reflect on training experience. The Written Narratives must be authored solely by the intern. While the primary purpose of the narrative evidence is to convey an understanding of the content or process of the activity, this type of evidence also requires the intern to demonstrate communication skills to the supervisor. Supporting materials may accompany the Written Narrative.

Written Narrative evidence may include analysis, comparison of alternatives, evaluation of alternatives, self-report of intern actions, summary, or self-evaluation of intern strengths and weaknesses relative to the Skills and Application Activity. Interns may want supporting materials to accompany their Written Narrative.

CIDP Evidence Verification Form — The form signed by the supervisor that interns must submit periodically to CAB until all evidence requirements are satisfied (see Appendix B).

In addition to the CIDP Evidence Verification Form described above, interns should make use of NCARB's *IDP Guidelines* for several purposes related to CIDP.

The NOTES section on each page of the *IDP Guidelines* Section G, IDP Training Area Descriptions and Recommended Core Competencies, should be used as a tool for interns and supervisors to describe the particular evidence submitted (project name, location, date, etc.) and to note any supervisor comments about that evidence during the intern's periodic IDP progress review. Interns should maintain the *IDP Guidelines'* NOTES sections as worksheets for their personal tracking of evidence satisfied (they are not submitted to CAB).

The Skills and Application Activities sections of the *IDP Guidelines* Section G should be used as a tool for interns and supervisors to monitor progress in achieving training in each of the Skills and Application Activities in NCARB's training areas 1–16. **With the exception of one activity that is specific to CIDP (see page 6 for the Summary of CIDP Evidence Requirement), all listed activities are identical in content to IDP activities.**

While the Skills and Application Activities are not numbered in the *IDP Guidelines*, they are numbered in this handbook for clarity purposes to correspond with the activities had they been sequentially numbered in the *IDP Guidelines*; and those numbers are also utilized in other CIDP documents. Interns should maintain the *IDP Guidelines'* Skill and Application Activities sections as checklists for their personal tracking of completed Skills and Application Activities (they are not submitted to CAB).

SUMMARY of CIDP Evidence Requirement

NOTE: Refer to Appendix A of this Handbook for details about the specific type of evidence required for each item listed below.

IDP Training Area	NCARB IDP Skills and Application Activities As per 2003–2004 IDP Guidelines	Type of CIDP Evidence Required
CATEGORY A: DESIGN AND CONSTRUCTION DOCUMENTS		
1. PROGRAMMING	<ol style="list-style-type: none"> Demonstrate an understanding of program requirements by developing and writing the following: <ul style="list-style-type: none"> the qualitative and quantitative requirements for a project, questions for an owner/user interview and a checklist for an owner/user survey. Document the processes and patterns of use for a particular user. Prepare functional relationship/adjacency diagrams. Use efficiency factors to set gross area requirements. Relate the budget and schedule to the owner's program. Determine future areas for phasing, growth, and development. Analyze owner-supplied data and document programmatic implications. Understand the legal implications of architectural practice relative to the pre-design phase. 	<p>Written Narrative for Activity 1</p> <p>Written Narrative for Activity 5</p>
2. SITE AND ENVIRONMENTAL ANALYSIS	<ol style="list-style-type: none"> Document and evaluate location options on one site. Investigate and incorporate regulatory restrictions (e.g., parking, zoning, building codes, ADA). Evaluate natural conditions (e.g., topography, vegetation, climate considerations, orientation). Research and document constructed conditions (e.g., infrastructure, building foundation). Coordinate input from consultants (e.g., landscape architect, geotechnical engineer). Coordinate input from groups with jurisdictional interest (e.g., environmental impact statements). Incorporate input from public agencies (e.g., zoning, planning, building, fire). Research feasibility of alternative sites. 	One or more Work Samples for Activities 1, 2, 3, 4, and 11

IDP Training Area	NCARB IDP Skills and Application Activities As per 2003–2004 IDP Guidelines	Type of CIDP Evidence Required
	9. Determine environmental hazards. 10. Consider input from groups with community interest (e.g., community organizations, historic preservation organizations). 11. Document access to utilities.	One or more Work Samples for Activities 1, 2, 3, 4, and 11
3. SCHEMATIC DESIGN	1. Develop a project's program into alternative conceptual design proposals. 2. Prepare volume and area calculations and evaluate the cost of alternative design proposals. 3. Prepare presentation drawings and models. 4. Participate in reviewing the schematic design with the client and revise the design based on the client's feedback. 5. Communicate the intent of the design orally, graphically, and in writing to facilitate the client's decision-making process. 6. Coordinate the consultants' activities relative to the schematic design. 7. Incorporate relevant code requirements into the schematic design.	Work Sample for Activity 1 Work Sample for Activity 5 Written Narrative for Activity 6 Written Narrative for Activity 7
4. ENGINEERING SYSTEMS COORDINATION	1. Research and assist in the selection of appropriate engineering systems. 2. Evaluate the need for consultants. 3. Coordinate and verify the availability of adequate utilities. 4. Understand engineering proposals and fee structures. 5. Coordinate project information with consultants. 6. Coordinate engineering system documents. 7. Evaluate space requirements and costs. 8. Assess alternative energy systems and sustainability issues.	Written Narrative for Activity 1 Work Sample for Activity 6
5. Building Cost Analysis	1. Prepare preliminary cost analysis using: <ul style="list-style-type: none"> • unit cost/building type basis (cost/square foot), • unit cost basis (material labor), and • standard references such as Means and Dodge. 2. Investigate and prepare quantity calculations for selected materials.	Work Sample for Activity 1

IDP TRAINING AREA	NCARB IDP Skills and Application Activities As per 2003–2004 IDP Guidelines	Type of CIDP Evidence Required
	<ol style="list-style-type: none"> Evaluate life-cycle cost information in relation to specifications. Research value engineering opportunities. Evaluate and document scope/quantity/cost in comparison to materials selection and the preparation of specifications. Factor the current inflation rate and other economic variables into the statement of probable net cost. 	<p>Written Narrative for Activity 3</p> <p>Written Narrative for Activity 4</p>
6. CODE RESEARCH	<ol style="list-style-type: none"> Evaluate design alternatives based on code requirements. Research all applicable codes. Develop a life-safety analysis. Participate in preliminary meetings with code officials and make design adjustments to reflect compliance with relevant codes. Evaluate and document scope/quantity/cost in comparison to materials selection and the preparation of specifications. Develop a list of required agency approvals during final project reviews. 	<p>Work Sample for Activity 2</p> <p>Work Sample for Activity 4</p> <p>Work Sample for Activity 6</p>
7. DESIGN DEVELOPMENT	<ol style="list-style-type: none"> Prepare design development documents from the approved schematic design. Participate in discussions with the client reconfirming project scope, quality, and cost. Incorporate appropriate levels of detail in drawings and prepare outline specifications. Document client meetings and evaluate their impact on the design program. Coordinate and cross-reference documents. Coordinate the work of consultants, identify conflicts between building systems, and resolve those conflicts. Ensure that the specifications and drawings conform to previously established requirements and meet applicable codes. 	<p>Single Work Sample for Activities 1, 3, 5, and 6</p>

IDP Training Area	NCARB IDP Skills and Application Activities As per 2003–2004 IDP Guidelines	Type of CIDP Evidence Required
8. CONSTRUCTION DOCUMENTS	<ol style="list-style-type: none"> 1. Document meeting outcomes and evaluate their impact on the construction documents. 2. Check the program for inconsistencies between the design development and construction documents. 3. Assist the client in obtaining required approvals and permits. 4. Coordinate and cross-reference documents including the work of consultants. 5. Prepare plan, elevation, section, and detail drawings that clearly augment the design development documents. 6. Prepare a schedule for preparation of construction documents with milestone markers and reviews as appropriate. 7. Outline mock-ups of project drawing sets. 	One or more Work Samples for Activities 4 and 5
9. SPECIFICATIONS AND MATERIALS RESEARCH	<ol style="list-style-type: none"> 1. Investigate product literature or question representatives about materials selection information useful in the preparation of specifications. 2. Review and compare outline specifications with the project manual. 3. Prepare a descriptive and reference standard specification. 4. Prepare a preliminary project description, outline specifications, and construction specifications. 5. Articulate and produce a logical and sequential plan based on the specifications (production sequence flow chart) for consultants and clients/owners. 	Work Sample for Activity 3
10. DOCUMENT CHECKING AND COORDINATION	<ol style="list-style-type: none"> 1. Develop a list of all project drawings and other documents, including brief descriptions of their contents, and review to check that there is adequate information to successfully describe the project. 2. Assist in cross-checking products and materials called for in the specifications for consistency with corresponding terminology and descriptions in the construction documents. 3. Coordinate drawings prepared by others for accuracy of dimensions, notes and indicator abbreviations. 4. Assist in developing a schedule of lead time required for proper coordination with other disciplines. 	Single Work Sample for Activities 2, 3, 5, and 7

IDP TRAINING AREA	NCARB IDP Skills and Application Activities As per 2003–2004 IDP Guidelines	Type of CIDP Evidence Required
	<ol style="list-style-type: none"> Check consultants' drawings with architectural drawings and other consultants' drawings for possible conflicts and interference of plumbing lines, ductwork, electrical fixtures, etc. Assist in the final documents review for compliance with applicable codes, regulations, etc. Apply standard document checking procedures, and make revisions and corrections from outline mock-ups, red-lined drawings, and project document sets. 	Single Work Sample for Activities 2, 3, 5, and 7
CATEGORY B: CONSTRUCTION ADMINISTRATION		
II. Bidding and CONTRACT NEGOTIATION	<ol style="list-style-type: none"> Prepare bidding documents and maintain the distribution register for design-bid-build projects. Research and prepare an addendum and a bulletin. Assess requests for substitutions. Create simulated bids for large and small projects and justify their cost-effectiveness. Develop and illustrate a comparative analysis of bids. Compare bids with estimated and actual costs. Attend a bid opening and observe the bidding process. Review contracts including owner/contractor and design-build. Research alternative methods of project delivery.* 	<p>Work Sample for Activity 5</p> <p>Written Narrative for Activity 9</p>
12. CONSTRUCTION PHASE – Office	<ol style="list-style-type: none"> Attend a preconstruction conference. Participate in verifying the punch list. Manage, review, and coordinate the shop drawings, samples, and other items submitted by the contractor. Process change orders, RFIs, and requests for clarifications. Document conflicts that occur during the construction process and propose at least two alternative resolutions to a given conflict. Receive information and submittals required for the contractor's notice to proceed. Maintain communication with everyone involved in the construction process, including the owner. Review and approve certificates and applications for payment. Understand the procedure for a project close-out. Participate in post-construction services, including post-occupancy evaluation, condition surveys, and facilities management. 	<p>Work Sample for Activity 3</p> <p>Work Sample for Activity 4</p> <p>Written Narrative for Activity 5</p> <p>Work Sample for Activity 9</p>

* Requirement for CIDP only - not a specified Skill and Application Activity for NCARB's IDP.

IDP Training Area	NCARB IDP Skills and Application Activities As per 2003–2004 IDP Guidelines	Type of CIDP Evidence Required
13. CONSTRUCTION PHASE – OBSERVATION	<ol style="list-style-type: none"> 1. Document unforeseen conditions that arise during construction and develop several alternative solutions to resolve these problems. 2. Review field meeting agendas and attend meetings when appropriate. 3. Verify the completion of punch list tasks. 4. Verify monthly certificates and applications for payment. 5. Take minutes at a regular job site meeting. 	<p>Work Sample for Activity 1</p> <p>Work Sample for Activity 3</p> <p>Work Sample for Activity 5</p>
CATEGORY C: MANAGEMENT		
14. PROJECT MANAGEMENT	<ol style="list-style-type: none"> 1. Assess time requirements for all project tasks. 2. Develop a project work plan that includes task/responsibility definitions, personnel requirements, schedule, and budget. 3. Evaluate project work progress. 4. Participate in project reviews and coordination. 5. Demonstrate an understanding of client billings. 6. Participate in and document the project close-out process. 7. Demonstrate an understanding of the dispute resolution process. 8. Establish initial client invoices per contracts. 9. Participate in the management of consultants and review all contracts and billing approvals. 	Work Sample for Activity 2
15. OFFICE MANAGEMENT	<ol style="list-style-type: none"> 1. Review economic trends, forecasts, and indicators in relation to the firm's markets. 2. Review the firm's philosophy, organization, and goals. 3. Participate in the firm's marketing process. 4. Assist in interviewing for a project. 5. Participate in establishing opportunities for professional collaboration, team building, consensus building, and conflict resolution. 6. Research benefits offered by the firm including health and disability insurance, annual leave, and pension plans. 7. Calculate your total compensation figure. 8. Prepare interview questions for employment candidates. 9. Participate in the employment interview process. 10. Understand the economic performance data or indicators used by the firm to track its performance. 11. Understand the risk management process and related tools. 	<p>Written Narrative for Activity 3</p> <p>Written Narrative for Activity 10</p> <p>Written Narrative for Activity 11</p>

IDP TRAINING AREA	NCARB IDP Skills and Application Activities As per 2003–2004 IDP Guidelines	Type of CIDP Evidence Required
CATEGORY D: RELATED ACTIVITIES		
16. PROFESSIONAL AND COMMUNITY SERVICE	<ol style="list-style-type: none"> 1. Participate in a professional association by volunteering to serve on committees and related service activities. Training units cannot be earned for attendance only at meetings or conferences. 2. Provide career counseling/mentorship for high-school and college students. 3. Take an active role in national, state, and local government affairs. 4. Conduct educational programs about the profession in elementary and secondary schools. 5. Participate in civic organizations, neighborhood groups, museum programs, and other activities addressing such issues as homelessness, natural disasters, historic preservation, resource conservation, and environmental awareness. 6. Participate as a member or consultant to a local zoning board, planning committee, fine arts review board, or similar community-based organization. 	Written Narrative for any Activity

As shown in the Summary of CIDP Evidence Requirement (see preceding pages), interns are required to provide evidence of training in the form of Work Samples or Written Narratives for each of the 16 NCARB IDP training areas.

Note that in two cases (Training Areas 7 and 10), a single Work Sample is needed to satisfy the evidence requirement for more than one Skills and Application Activity, thus demonstrating training experience in the interrelationship of the individual activities. In such cases, one single IDP supervisor must sign off on the single Work Sample evidence presented for the various activities.

In other cases (Training Areas 2 and 8), a single Work Sample may be used to satisfy the evidence requirements, but individual evidence for each activity is also acceptable. In these cases, multiple IDP supervisors at various times during the internship may sign off on the individual evidence presented for each activity (each employer using a separate form).

CIDP Administration Procedures

CAB administers CIDP as a separate, evidence-supported documentation of NCARB's IDP training experience. In addition to the training unit (hours) documentation submitted to NCARB, CIDP requires interns to produce training evidence in the form of Work Samples and Written Narratives for a particular set of training activities.

To facilitate opportunity for reciprocal licensure in other states, California interns must adhere to all IDP procedures

established by NCARB and described in NCARB's *IDP Guidelines*.

Interns must be participating in IDP to participate in CIDP. In general, to participate in NCARB's IDP, California interns need to do the following:

- ◆ apply to NCARB to initiate an IDP Council Record for the purpose of establishing a verified record of training with NCARB,
- ◆ identify an individual (usually a licensed architect) who will serve as the IDP supervisor and certify documentation of training activity, and
- ◆ choose a licensed architect as the IDP mentor to provide support and guidance throughout the internship period (may be the same person as the supervisor, but ideally would be another person).

In addition to their NCARB IDP responsibilities, the supervisor and mentor will have CIDP responsibilities, as described later in this handbook.

Once the NCARB IDP Council Record is initiated, the intern can begin submitting documentation of the CIDP Evidence Requirements to CAB.

Meeting the CIDP requirements is a straightforward process. Interns compile the required CIDP evidence as they acquire training in the specified IDP Skills and Application Activities. It is not intended that interns devote any additional effort to develop Work Sample evidence for CIDP; it is anticipated that the evidence will usually result directly from the intern's day-to-day work acquiring the training experience. Interns will, however, need to create the Written Narrative evidence in accordance with the CIDP evidence criteria as listed on the CIDP Detailed Evidence Requirement

contained in Appendix A. Interns will maintain the evidence materials for review and discussion with the supervisor to substantiate that the CIDP Evidence Requirement has been met.

Interns should discuss their accumulated CIDP evidence materials with their supervisor on a frequent and regular basis, but no less frequent than twice a year. The incorporation of the CIDP evidence reviews is envisioned as a natural and simple extension of the NCARB IDP periodic review meetings. The intern must submit to CAB the CIDP Evidence Verification Form with the supervisor's signature after the supervisor has determined that the CIDP Evidence Requirement for one or more activities has been successfully completed. Over the course of the entire internship, multiple individuals may have served as IDP supervisors for the intern, and each supervisor must complete a separate CIDP Evidence Verification Form.

The CIDP evidence material itself (actual Work Sample or Written Narrative) is not submitted to CAB. However, CAB recommends that the intern should, to the best of his or her ability, retain the evidence material until he or she is licensed, for future reference after it has been reviewed and discussed with the supervisor and the CIDP Evidence Requirement has been deemed by the supervisor to have been successfully completed (documented by the supervisor's signature). The specific procedures for reviewing evidence materials with the supervisor and for submitting the Evidence Verification Form are described on page 18.

Though interns work to complete NCARB's IDP and CIDP simultaneously, the documentation for NCARB's IDP and CIDP differs and must be separately recorded and tracked by the intern. Interns must independently satisfy NCARB's IDP (training unit-based) and CIDP (evidence-supported) requirements. NCARB IDP training unit verification is maintained by NCARB, while CIDP evidence verification is maintained by CAB.

In addition to the required evidence verification, CIDP requires that interns accomplish the Skills and Application Activities in the 16 training areas of NCARB's IDP. By gaining training in the full set of Skills and Application Activities for each training area, interns are more likely to achieve the training area's core competencies. Included in this handbook is a simple checklist that can be used as a tool to monitor the progress of training relative to these activities.

INTERN CIDP Responsibilities

The intern is responsible for

- ♦ verifying the license status of the architect supervisor is current
- ♦ enrolling and participating in CIDP as per CAB requirements and procedures
- ♦ preparing and compiling CIDP evidence materials during the course of training
- ♦ meeting with the supervisor on a frequent and regular basis to review and discuss the evidence materials and submitting a CIDP Evidence Verification Form to CAB
- ♦ meeting with the mentor periodically, as required by NCARB's IDP
- ♦ maintaining a master record of all CIDP Evidence Verification Forms containing signatures
- ♦ using the *IDP Guidelines'* worksheets, maintain a detailed record of evidence materials utilized to meet CIDP Evidence Requirements
- ♦ using the *IDP Guidelines'* checklists, monitor progress in achieving training in each Skills and Application Activities

IDP NOTE

In addition, the intern is responsible for enrolling in and completing NCARB's IDP as per NCARB requirements and procedures, including completing appropriate forms.

SUPERVISOR CIDP Responsibilities

The supervisor is responsible for

- ♦ verifying the license status of the architect supervisor is current
- ♦ providing reasonable opportunities for interns to obtain experience through participation or observation in all IDP Skills and Applications Activities
- ♦ meeting with the intern on a frequent and regular basis to thoroughly review and discuss intern's CIDP evidence materials relative to Skills and Application Activities and providing constructive comments to help guide intern's future training plans
- ♦ objectively verifying and signing off on the CIDP Evidence Verification Form for an activity when the intern has successfully completed the evidence requirement for that activity

IDP NOTE

In addition, the supervisor is responsible for participating in NCARB's IDP as per NCARB requirements and procedures, including completing and signing appropriate forms.

Mentor CIDP Responsibilities

The mentor plays a valuable role in the success of an intern's training as an advisor but has no formal responsibilities in CIDP. Mentors may, but are not required to, review and comment on CIDP evidence materials and intern experience in the Skills and Application Activities.

IDP Note

In addition, the mentor is responsible for participating in NCARB's IDP as per NCARB requirements and procedures, including signing appropriate forms.

CIDP Forms

Appendix A, CIDP Detailed Evidence Requirement, presents the full descriptions of each CIDP evidence requirement and the full text of the Skill and Application Activity to which it relates. It is critical to read the full activity statement when interpreting the criteria for meeting the evidence requirement.

The CIDP Evidence Verification Form provided in Appendix B presents shorthand versions of the NCARB IDP Skill and Application Activity statements.

When the intern and supervisor meet to review and discuss CIDP progress, the intern should have the evidence materials ready for review and should bring the CIDP forms (Evidence Verification Form and Detailed Evidence Requirement, as well as NCARB's *IDP Guidelines* as a tool for the worksheets and checklists) for review and signature as appropriate.

The following are several procedural guidelines for the intern and supervisor in relation to the CIDP evidence reviews:

- ◆ For activities that do not require evidence, the intern and supervisor should discuss the work effort and training in that activity, but no formal review of materials is necessary.
- ◆ For activities that require evidence, the intern and supervisor must review and discuss the evidence materials as they relate to the activity content. The date and information relating to the

project(s) utilized by the intern for the evidence materials should be described in the Notes section on each page of the *IDP Guidelines*' Section G.

- ◆ Supervisors must evaluate intern training experience and successful completion of the evidence requirements in each Skills and Application Activity independently, unless the activities are grouped together with the same evidence requirement.
- ◆ When activities are grouped together with the same evidence requirement, a single supervisor must sign off on the set of activities relative to the evidence materials provided.
- ◆ Supervisors may sign off on CIDP evidence requirements for any activity even though additional training units in the overall training area may still be needed to satisfy NCARB IDP requirements, and the opposite may be true. The requirements of CIDP and IDP are met independently and the documentation is maintained separately.
- ◆ Interns may complete and verify the CIDP evidence requirements in any order and at any time during the internship.

The Skills and Application Activities sections of the *IDP Guidelines*' Section G should be used by interns to monitor their training in the Skills and Application Activities throughout the course of their internship.

Appendix A

CIDP Detailed Evidence Requirement

1. PROGRAMMING

Skills and Application Activities Evidence Requirements

Complete the following activities and provide the evidence described for a specific project:

1. Demonstrate an understanding of program requirements by developing and writing the following: the qualitative and quantitative requirements for a project, questions for an owner/user interview and a checklist for an owner/user survey.

EVIDENCE: WRITTEN NARRATIVE

Summary addressing all three parts of the activity

Note: It is understood that the work product for this activity will be completed by the intern during training and will be the basis for the narrative.

5. Relate the budget and schedule to the owner's program.

EVIDENCE: WRITTEN NARRATIVE

Analysis explaining the relationship between the budget and schedule as it relates to the program - May be supported by spreadsheet or other documentation

2. SITE AND ENVIRONMENTAL ANALYSIS

Skills and Application Activities Evidence Requirements

Complete the following activities and provide the evidence described for a specific project:

1. Document and evaluate location options on one site.
2. Investigate and incorporate regulatory restrictions (e.g., parking, zoning, building codes, ADA).
3. Evaluate natural conditions (e.g., topography, vegetation, climate considerations, orientation).
4. Research and document constructed conditions (e.g., infrastructure, building foundation).
11. Document access to utilities.

EVIDENCE: ONE OR MORE WORK SAMPLE(S) ADDRESSING ACTIVITIES 1, 2, 3, 4, AND 11.

Coherent, logical, well-designed site plan for a specific program

Though intern need not have actually prepared the site plan, he or she must have been an active participant in the development of the site plan.

May need an additional Work Sample(s) for individual activity if not addressed in site plan.

3. SCHEMATIC DESIGN

Skills and Application Activities Evidence Requirements

Complete the following activities and provide the evidence described for a specific project:

1. Develop a project's program into alternative conceptual design proposals.

EVIDENCE: WORK SAMPLE

A minimum of two graphic design alternatives for the same project

5. Communicate the intent of the design orally, graphically and in writing to facilitate the client's decision-making process.

EVIDENCE: WORK SAMPLE

Graphic and written work samples of communication

Note: Intern also needs to discuss oral presentation to client relative to communicating the design intent.

6. Coordinate the consultants' activities relative to the schematic design.

EVIDENCE: WRITTEN NARRATIVE

Summary describing the need for coordination between at least two consultants relative to the design

Note: "Consultants" are broadly defined here - In addition to customary consultants, may include geotechnical, zoning, environmental, survey, traffic, etc.

7. Incorporate relevant code requirements into the schematic design.

EVIDENCE: WRITTEN NARRATIVE

Summary of codes, ordinances, and local regulations that were considered and how they were incorporated into the design, including but not limited to life safety and accessibility

4. ENGINEERING SYSTEMS COORDINATION

Skills and Application Activities Evidence Requirements

Complete the following activities and provide the evidence described for a specific project:

1. Research and assist in the selection of appropriate engineering systems.

EVIDENCE: WRITTEN NARRATIVE

A comparison of no less than two possible solutions for a single engineering system, including a description of their relative performance and their economic impact - Indicate preferred solution.

Note: Discussion with supervisor should include the process for selection.

Discussion of how solutions relate to other engineering disciplines

6. Coordinate engineering system documents.

EVIDENCE: WORK SAMPLE

A set of design development drawings or construction documents that illustrate coordination of no less than three disciplines with the architectural drawings for a single project

5. Building Cost Analysis

Skills and Application Activities Evidence Requirements

Complete the following activities and provide the evidence described for a specific project:

1. Prepare preliminary cost analysis using: unit cost/building type basis (cost/square foot), unit cost basis (material labor), and standard references such as Means and Dodge.

EVIDENCE: WORK SAMPLE

Cost estimate(s) derived from schematic and/or design development documents

Note: Discussion with supervisor conveys understanding that creating cost estimate is an evolving process.

3. Evaluate life-cycle cost information in relation to specifications.

EVIDENCE: WRITTEN NARRATIVE

Written summary of research prepared by intern

Note: Summary should distinguish difference between value engineering and life cycle cost. Evidence from Activity 1 may be used in this summary.

4. Research value engineering opportunities.

EVIDENCE: WRITTEN NARRATIVE

Written evaluation of at least two building components

Note: Evaluation demonstrates an understanding of how the life-cycle cost relates to methods and materials as specified.

6. Code Research

Skills and Application Activities Evidence Requirements

Complete the following activities and provide the evidence described for a specific project:

2. Research all applicable codes.

EVIDENCE: WORK SAMPLE

Documentation of code search

Note: Intern conveys an understanding of the implications of applicable codes.

4. Participate in preliminary meeting with code officials and make design adjustments to reflect compliance with relevant codes.

EVIDENCE: WORK SAMPLE

Written correspondence relative to meeting (meeting minutes/notes, follow-up memo/letter, etc.)

Note: In discussion, intern conveys an understanding of impact of the code on the final design.

6. Develop a list of required agency approvals during final project reviews.

EVIDENCE: WORK SAMPLE

List of required agency approvals prepared by intern, including but not limited to building, planning, zoning, environmental, etc.

7. DESIGN DEVELOPMENT

Skills and Application Activities Evidence Requirements

Complete the following activities and provide the evidence described for a specific project:

1. Prepare design development documents from the approved schematic design.
3. Incorporate appropriate levels of detail in drawings and prepare outline specifications.
5. Coordinate and cross-reference documents.
6. Coordinate the work of consultants, identify conflicts between building systems, and resolve those conflicts.

EVIDENCE: SINGLE SAMPLE ADDRESSING ACTIVITIES 1, 3, 5, AND 6

Design development documents including consultant drawings and outline specifications for a single project

8. CONSTRUCTION DOCUMENTS

Skills and Application Activities Evidence Requirements

Complete the following activities and provide the evidence described for a specific project:

4. Coordinate and cross-reference documents including the work of consultants.
5. Prepare plan, elevation, section, and detail drawings that clearly augment the design development documents.

EVIDENCE: ONE OR MORE WORK SAMPLE ADDRESSING ACTIVITIES 4 AND 5

Plan, elevation, section, and detail drawings will be used to discuss Activities 4 and 5.

Note: The Work Sample(s) presented to address Activities 4 and 5 must be for the same project. The evidence requirements may be satisfied with the use of Work Samples from a single project. However, if all four drawings (plan, elevation, section, and detail) are not available from one project, Work Samples from multiple projects may be used.

9. Specifications & Materials Research

Skills and Application Activities Evidence Requirements

Complete the following activities and provide the evidence described for a specific project:

3. Prepare a descriptive and reference standard specification.

EVIDENCE: WORK SAMPLE

Specifications developed by the intern for large project including Division 1 and one other section

OR

Complete specification developed by the intern for small project

10. Document Checking & Coordination

Skills and Application Activities Evidence Requirements

Complete the following activities and provide the evidence described for a specific project:

2. Assist in cross-checking products and materials called for in the specifications for consistency with corresponding terminology and descriptions in the construction documents.
3. Coordinate drawings prepared by others for accuracy of dimensions, notes and indicator abbreviations.
5. Check consultants' drawings with architectural drawings and other consultants' drawings for possible conflicts and interference of plumbing lines, ductwork, electrical fixtures, etc.
7. Apply standard document checking procedures, and make revisions and corrections from outline mock-ups, red-lined drawings and project document sets.

EVIDENCE: SINGLE WORK SAMPLE ADDRESSING ACTIVITIES 2, 3, 5, AND 7

Set of drawings red-lined by the intern and corrected drawings

Note: Any standard document checking procedure may be used.

Discussion with supervisor includes integrating specifications that correspond to the red-lined drawings.

11. Bidding & Contract Negotiation

Skills and Application Activities Evidence Requirements

Complete the following activities and provide the evidence described for a specific project:

5. Develop and illustrate a comparative analysis of bids.

EVIDENCE: WORK SAMPLE

Bid tabulation

Note: In discussion with supervisor, intern demonstrates an understanding of the criteria relevant to the selection process for a specific project such as alternates, bid qualifications, allowances, etc.

9. Research alternative methods of project delivery. (*CIDP activity only.*)

EVIDENCE: WRITTEN NARRATIVE

Analysis prepared by intern comparing no less than one alternative method of project delivery, such as negotiated contract or design-build, to traditional design/bid/build.

12. CONSTRUCTION PHASE-Office

Skills and Application Activities Evidence Requirements

Complete the following activities and provide the evidence described for a specific project:

3. Manage, review and coordinate the shop drawings, samples, and other items submitted by the contractor.

EVIDENCE: WORK SAMPLE

Log of activity (e.g., submittal log) with supporting documents for a project

4. Process change orders, RFIs and requests for clarifications.

EVIDENCE: WORK SAMPLE

Documentation of a change order with supporting materials OR documentation of a response to a Request for Information or Clarification with supporting materials

5. Document conflicts that occur during the construction process and propose at least two alternative resolutions to a given conflict.

EVIDENCE: WRITTEN NARRATIVE

Summary describing nature of conflict and parties involved, and providing two alternate resolutions

Provide recommended resolution of the conflict presented with supporting arguments.

9. Understand the procedure for a project close-out.

EVIDENCE: WORK SAMPLE

Certificate of substantial completion

Note: In discussion with supervisor, intern demonstrates an understanding of the project close-out process.

13. CONSTRUCTION PHASE-Observation

Skills and Application Activities Evidence Requirements

Complete the following activities and provide the evidence described for a specific project:

1. Document unforeseen conditions that arise during construction and develop several alternative solutions to resolve these problems.

EVIDENCE: WORK SAMPLE

Written or graphic documentation (may include photos) of unforeseen conditions and description of solutions

3. Verify the completion of punch list tasks.

EVIDENCE: WORK SAMPLE

Punch list

Note: Discussion with supervisor confirms that intern prepared punch list and verified completed punch list items.

5. Take minutes at a regular job site meeting.

EVIDENCE: WORK SAMPLE

Meeting minutes

14. PROJECT MANAGEMENT

Skills and Application Activities Evidence Requirements

Complete the following activities and provide the evidence described for a specific project:

2. Develop a project work plan that includes task/responsibility definitions, personnel requirements, schedule and budget.

EVIDENCE: WORK SAMPLE

Project work plan including: tasks, responsibilities, staffing, schedule (graphic), and allocation of in-house hours

Note: In discussion with supervisor, intern demonstrates an understanding of critical path methodology.

15. OFFICE MANAGEMENT

Skills and Application Activities Evidence Requirements

Complete the following activities and provide the evidence described for a specific project:

3. Participate in the firm's marketing process.

EVIDENCE: WRITTEN NARRATIVE

Summary of strategy for a presentation to a potential client

10. Understand the economic performance data or indicators used by the firm to track its performance.

EVIDENCE: WRITTEN NARRATIVE

Summary of the elements that contribute to a firm's economic performance (such as income, expenses, overhead costs, profits, etc.)

11. Understand the risk management process and related tools.

EVIDENCE: WRITTEN NARRATIVE

Description of the elements of risk management

16. Professional and Community Service

Skills and Application Activities Evidence Requirements

1. Participate in a professional association by volunteering to serve on committees and related service activities. **Training units cannot be earned for attendance only at seminars, meetings or conferences.**
2. Provide career counseling/mentorship for high-school and college students.
3. Take an active role in national state and local government affairs.
4. Conduct educational programs about the profession in elementary and secondary schools.
5. Participate in civic organizations, neighborhood groups, museum programs and other activities addressing such issues as homelessness, natural disasters, historic preservation, resource conservation, environmental awareness, etc.
6. Participate as a member or consultant to a local zoning board, planning committee, fine arts review board or similar community-based organization.

EVIDENCE: WRITTEN NARRATIVE

Written Narrative for any of the above activities describing your activities or your role

Appendix B

CIDP Evidence Verification Form



Arnold Schwarzenegger
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

400 R Street, Suite 4000, Sacramento, CA 95814

cab@dca.ca.gov

916-445-3394 T

916-445-8524 F

COMPREHENSIVE INTERN DEVELOPMENT PROGRAM Evidence Verification Form

INTERN NAME: [FIRST, MIDDLE, LAST]

BIRTHDATE:

CAB CANDIDATE ID #:

I certify under penalty of perjury under the laws of the State of California that the information on this form is true and correct, that I completed or materially participated in the specified work experience, that I personally prepared or took part in preparing Work Samples, and that I personally wrote the Written Narratives.

INTERN SIGNATURE:

DATE:

TRAINING AREA	NCARB IDP Skills and Application Activities <i>SEE IDP Guidelines</i>	Type of Evidence Required	Requirement Successfully Completed – Supervisor's Signature
Training Category A – Design and Construction Documents			
1. Programming	1. Understand program requirements	Written Narrative	Signature _____ Date _____
	5. Relate budget and schedule to owner's program	Written Narrative	Signature _____ Date _____
2. Site and Environmental Analysis	1. Document and evaluate location options	One or more Work Sample(s) for listed activities	Signature _____ Date _____
	2. Investigate and incorporate regulatory restrictions		Signature _____ Date _____
	3. Evaluate natural conditions		Signature _____ Date _____
	4. Research and document constructed conditions		Signature _____ Date _____
	11. Document access to utilities		Signature _____ Date _____
3. Schematic Design	1. Develop project's program	Work Sample	Signature _____ Date _____
	5. Communicate intent of design orally, graphically, and in writing	Work Sample	Signature _____ Date _____
	6. Coordinate consultants' activities	Written Narrative	Signature _____ Date _____
	7. Incorporated relevant code requirements	Written Narrative	Signature _____ Date _____
4. Engineering Systems Coordination	1. Research and assist in selection of appropriate engineering systems	Written Narrative	Signature _____ Date _____
	6. Coordinate engineering system documents	Work Sample	Signature _____ Date _____
5. Building Cost Analysis	1. Prepare preliminary cost analysis	Work Sample	Signature _____ Date _____
	3. Evaluate life-cycle cost information	Written Narrative	Signature _____ Date _____
	4. Research value engineering opportunities	Written Narrative	Signature _____ Date _____
6. Code Research	2. Research all applicable codes	Work Sample	Signature _____ Date _____
	4. Participate in preliminary meeting with code officials	Work Sample	Signature _____ Date _____
	6. Develop list of required agency approvals	Work Sample	Signature _____ Date _____
7. Design Development	1. Prepare design development documents 3. Incorporate appropriate levels of detail in drawings and outline specifications 5. Coordinate and cross-reference documents 6. Coordinate work of consultants, identify conflicts between building systems, and resolve those conflicts.	Single Work Sample for listed activities	Signature _____ Date _____
8. Construction Documents	4. Coordinate and cross-reference documents	One or more Work Sample(s) for listed activities	Signature _____ Date _____
	5. Prepare plan, elevation, section, and detail drawings		Signature _____ Date _____

TRAINING AREA	NCARB IDP Skills and Application Activities <small>SEE IDP Guidelines</small>	Type of Evidence Required	Requirement Successfully Completed – Supervisor's Signature
Training Category A – Design and Construction Documents (CONTINUED)			
9. Specifications and Materials Research	3. Prepare descriptive and reference standard specification	Work Sample	Signature _____ Date _____
10. Document Checking and Coordination	2. Assist in cross-checking products and materials 3. Coordinate drawings prepared by others 5. Check consultants' drawings with architectural drawings 7. Apply standard document checking procedures	Single Work Sample for listed activities	Signature _____ Date _____
Training Category B – Construction Administration			
11. Bidding and Contract Negotiation	5. Develop and illustrate comparative analysis of bids 9. Research alternative methods of project delivery	Work Sample Written Narrative	Signature _____ Date _____ Signature _____ Date _____
12. Construction Phase – Office	3. Manage, review, and coordinate shop drawings, samples, and other items submitted by contractor 4. Process change orders, RFIs, and requests for clarifications 5. Document conflicts that occur during construction process 9. Understand procedure for project close-out	Work Sample Work Sample Written Narrative Work Sample	Signature _____ Date _____ Signature _____ Date _____ Signature _____ Date _____ Signature _____ Date _____
13. Construction Phase – Observation	1. Document unforeseen conditions that arise during construction and develop alternative solutions 3. Verify completion of punch list tasks 5. Take minutes at regular job site meeting	Work Sample Work Sample Work Sample	Signature _____ Date _____ Signature _____ Date _____ Signature _____ Date _____
Training Category C – Management			
14. Project Management	2. Develop project work plan	Work Sample	Signature _____ Date _____
15. Office Management	3. Participate in firm's marketing process 10. Understand economic performance data or indicators used by firm to track its performance 11. Understand risk management process and related tools	Written Narrative Written Narrative Written Narrative	Signature _____ Date _____ Signature _____ Date _____ Signature _____ Date _____
Training Category D – Related Activities			
16. Professional and Community Service	Any Skill and Application Activity	Written Narrative	Signature _____ Date _____

The information on this form is true and correct and I have reviewed the Work Samples and/or Written Narratives specified above.

SUPERVISOR NAME: [FIRST, MIDDLE, LAST]

ADDRESS:

CITY:

STATE:

ZIP:

LICENSED/REGISTERED/CERTIFIED AS:

LICENSE/REGISTRATION/CERTIFICATION #:

STATE:

ORIGINAL ISSUE DATE:

EXPIRATION DATE:

ORIGINAL SIGNATURE:

DATE:

Note: Only one supervisor per Evidence Verification Form – each additional supervisor must use a new form.

Appendix C

List of Reference Documents

In addition to this Handbook, including the CIDP Evidence Verification Form contained in Appendix B, interns, supervisors, and mentors may need to be familiar with several other documents and publications, as listed below.

♦ CAB's Table of Equivalents

Document contained in CAB's regulations that outlines the educational and work experience equivalents for which CAB grants credit - http://www.cab.ca.gov/pdf/tofeq_2003-new.pdf

♦ CAB's Employment Verification Form

Form that is filled out by intern and completed and signed by supervisor to document educational and/or work experience equivalents - <http://www.cab.ca.gov/pdf/workveri.pdf>

♦ NCARB's IDP Guidelines

Publication that explains key objectives and procedures, describes program resources, and provides technical information relating to IDP - http://www.cab.ca.gov/pdf/idp_guidelines.pdf

♦ NCARB IDP's Employment Verification Form/Training Unit Report

Form that is completed and signed by intern, supervisor, and mentor and submitted to NCARB approximately every four months to document completion of IDP training units - <http://www.ncarb.org/forms/123form.pdf>

♦ NCARB's Handbook for Interns and Architects

Publication that contains detailed information on how to apply for an NCARB Record, how the application and certification process works, how to maintain the Certificate, how to apply for the Architect Registration Examination, and how to participate in NCARB's Professional Development Program - <http://www.ncarb.org/Forms/handbook.pdf>

♦ AIA, California Council's Mentorship Handbook

Publication comprised of a program, guidebook, and tools to establish a culture of mentorship in California - <http://www.aiacc.org/mentoring/Complete.pdf>